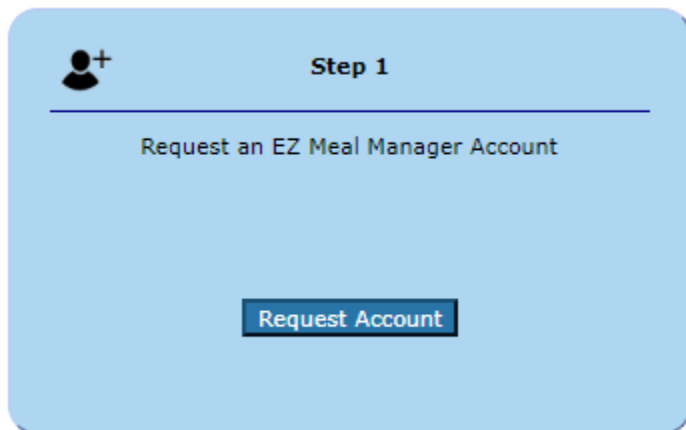


## Setting Up EZ Meal Manager

1. Set up EZ Meal Manager account: Log in to CNIPS, choose SFSP, and click on “Applications”. Click the EZ Meal Manager link.



Click on Request Account to request a login account:



Then enter the Name, Email address and phone number of the person that should be associated with the EZ Meal Manager account. Note that the email address will be the User ID for EZ Meal Manager. An email will be sent to the email address entered. Within the email will be a link that will be used for account confirmation. By requesting this, an account was created for you in EZ Meal Manager and an email was sent to enable you to confirm your account and set your password. The email will refer to EZ Auth-Authorization the EZ way.

Click on Initialize to copy sponsor and site information. You must have approved sites for the sites to initialize into EZ Meal Manager.



This step will copy site information from CNIPS to EZ Meal Manager. To complete the setup, log into the EZ Meal Manager system.

**Initial Login**-when logging into the system for the first time, enter your email address and password and click Log in. Do not attempt to use another service (Google, Microsoft) to log in.

## Log In

Use a local account to log in.

Email Address

cathy.gallagher@education.ky.gov

Password

.....

Log in

[Forgot your password?](#)

Use another service to log in.



## 2. Sponsor Manager



The Sponsor Manager, found in the sponsor dropdown menu, is the configuration component. There are five sections:

1. Sponsor Details
2. Sponsor address
3. Sites
4. Routes (do not use! This is not activated at this time) Sites on a mobile route will be listed under "Sites".
5. Users- You can add users that can edit information in EZ MM here (not site supervisors, but main office administrative staff)


## 3. Site Manager:

The site manager has four sections:

### Site Details

### Street Address

721 North Monroe St  
Sturgis, KY 42459-7107

1. Site Details-site number and name can be modified but should match CNIPS
2. Street/mailling address
3. Applications- click on  icon associated with each application
4. Users-you enter site users (supervisors) here

### Applications



Program Year	Program Abbreviation
2018	SFSP

### Users

Dates and Days of Meal Service will initialize from CNIPS. However, you will want to go into the calendar for each site's meal service and uncheck any days meal counts will not be taken. Updates will be made when you make changes in CNIPS and click "initialize".

Click on the "eye" icon on the right in Applications. Click on the blue font number under month name. This opens a calendar for the month.

## Applications

Program Year	Program Abbreviation	Breakfast	Snack (AM)	Lunch	Snack (PM)	Supper	
2018	SFSP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 

## Operating Days

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

2017			2018								
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
0	0	0	0	0	0	0	0	20	0	0	0

Click on each individual day in the calendar to select or deselect. Operating days and dates will automatically be adjusted based on the operating days selected. Please remember that changes in CNIPS site applications will carry over to Meal Manager when you click "initialize" in your CNIPS application.

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Adding Site Users

For each user added, the system requires a name, phone number and email address. This is any person who may be a site supervisor at that site.

Under list of Sites, click the  icon at the far right.

Click the + after "Users" to add a new user. Add site user and click "Supervisor" box.

## Add Site User

☐ Admin

First

Phone Number

e.g. (555) 543-9876

☐ Supervisor

Last

Email

e.g. user@domain.com